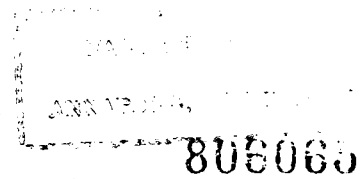


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MARYLAND POST-WAR PUBLIC WORKS MANUAL

*Procedure to be followed by local units
of government in Maryland when applying
for a State grant for the preparation of
plans and specifications for Post-War
Public Works Projects.*



MARYLAND
COMMISSION ON POST-WAR RECONSTRUCTION
AND DEVELOPMENT

November 1, 1944

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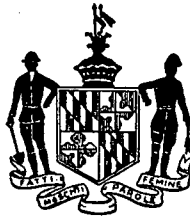
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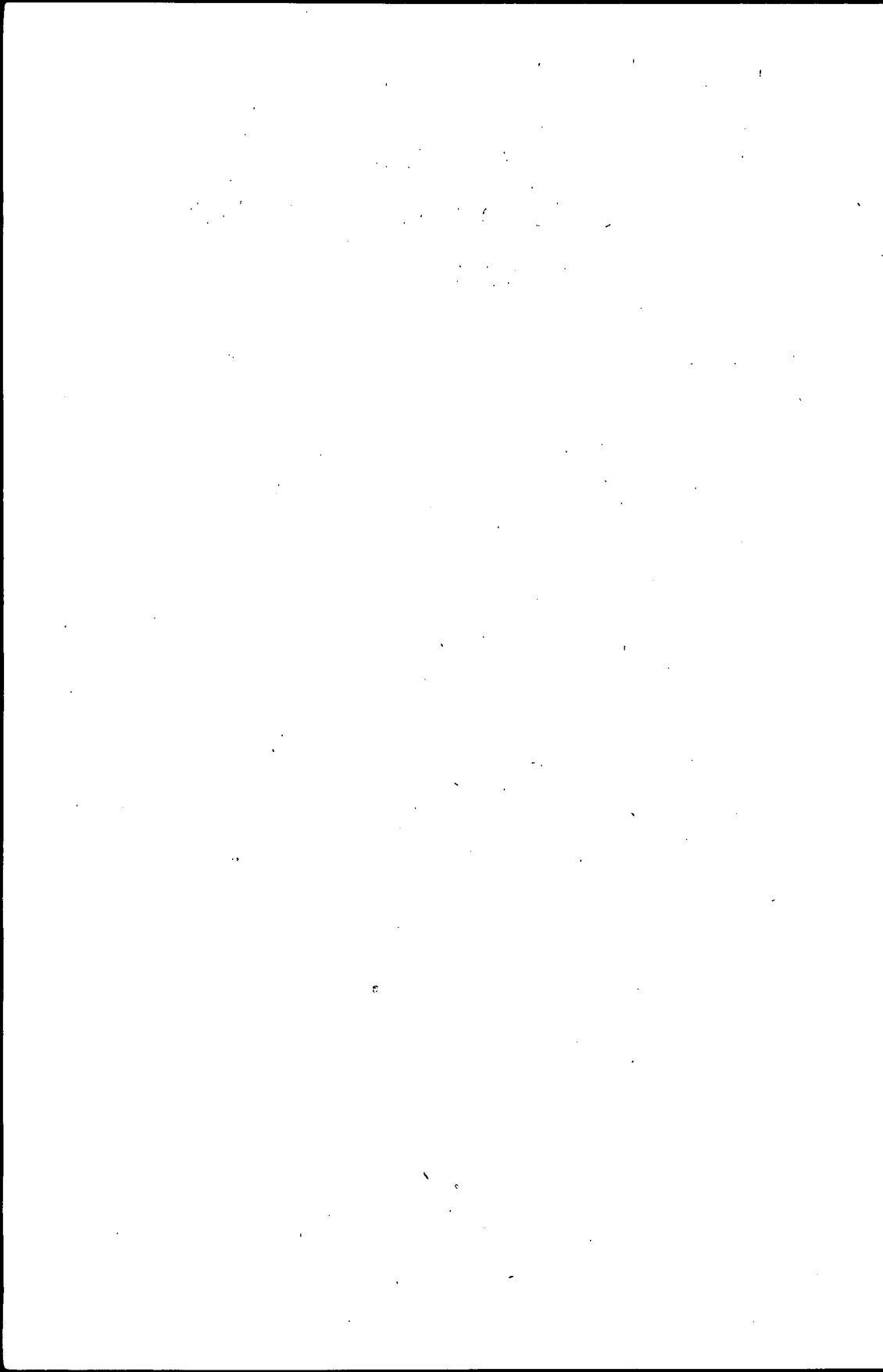
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MARYLAND
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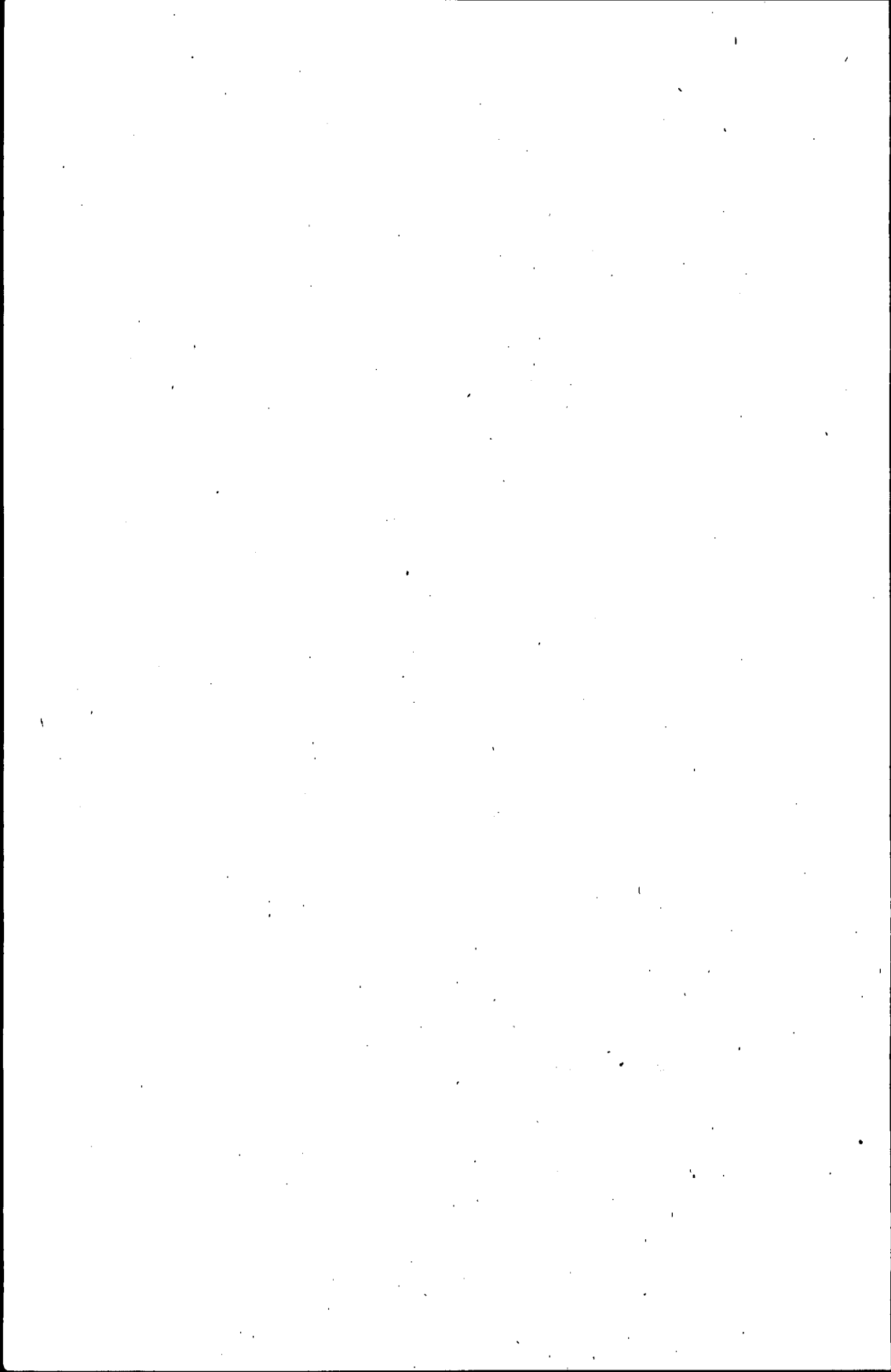
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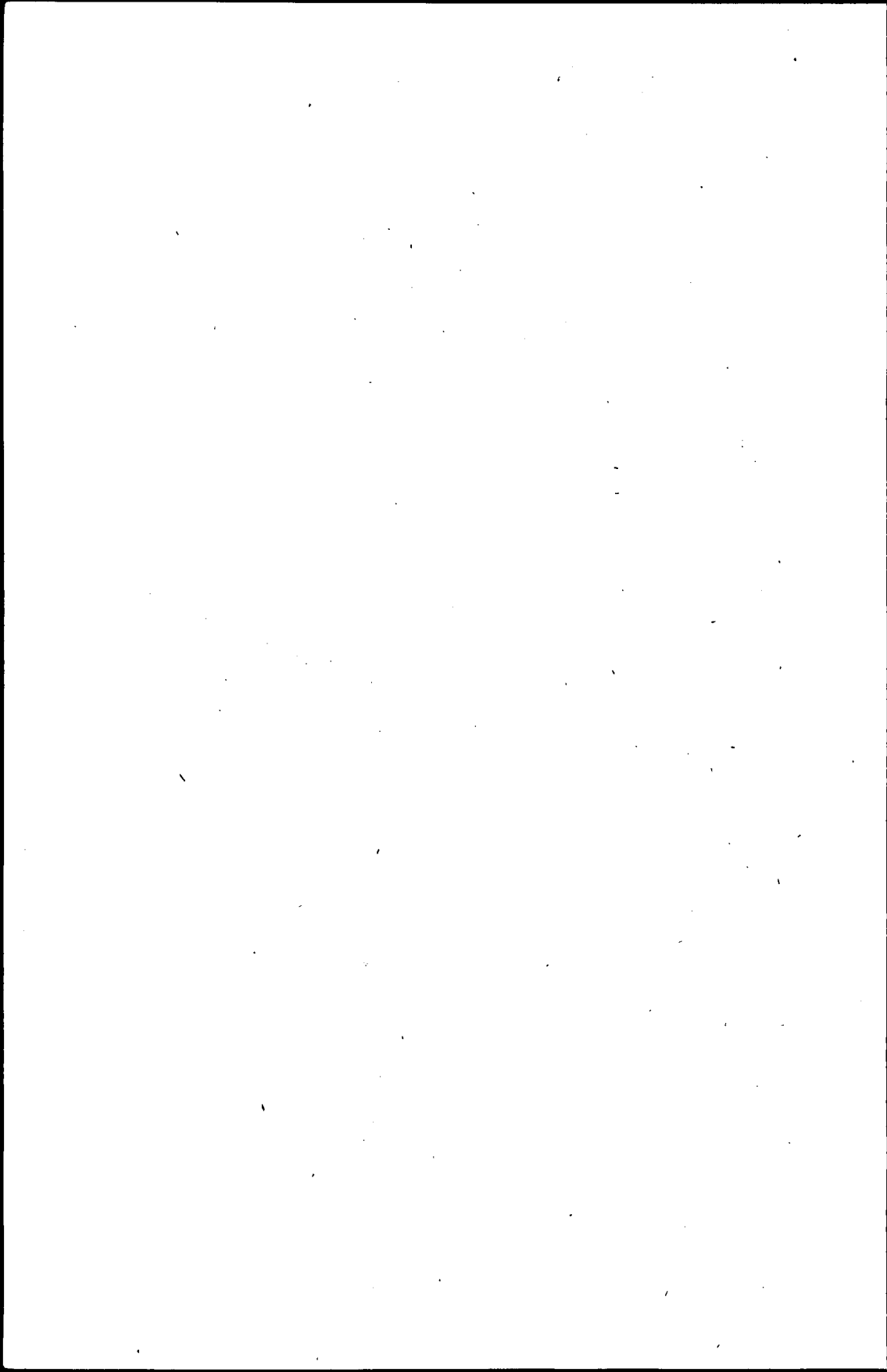
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(Forms are available upon request)



FOREWORD

During the past few years there has been little, if any, replacement, renovation, or expansion of physical facilities by the various levels of government throughout the State. This has been due to the overwhelming demands necessary to the conduct of the war. Raw materials have been diverted to military needs, manpower has been drafted for military service, and industry has been converted to the manufacture of war goods.

With the cessation of hostilities the picture will change completely. Producers will be looking for a market for raw materials, discharged soldiers and war workers will be looking for employment, and industry will once more resume the manufacture of peacetime commodities. This change will not be simple. Many adjustments will have to be made. Some of the problems in this period of adjustment can be relieved by local governmental units embarking on a program of reconstruction. In this way greatly needed improvements and expansion can be secured promptly, overcrowding and obsolescence corrected and some post-war problems relieved.

To be able to do this, however, requires that the State, counties, cities and other governmental units know what they want, and have prepared plans and specifications with which to begin construction. These cannot be prepared overnight. Usually considerable thought must be given to the determination of site, size and character of construction before plans are even begun. Projects are often related and interdependent upon each other. If duplication or conflict is to be avoided some overall program must be developed. All this takes time. If the people of Maryland are to be in a position to launch such a construction program closely upon the end of the war, preparation must be made now.

STATE SPECIAL FUNDS

The State authorities have recognized the need of present preparation for the post-war period. To this end Chapter 710, Acts of 1943, provided three funds: a War Emergency Fund, a General Emergency Fund, and a Post-War Construction Fund. This latter fund is an authorization "to the Board of Public Works, for construction and other capital improvements at State institutions, and for other agencies, in connection with carrying out any program to be adopted by the State in providing for post-war projects."

The Board of Public Works has interpreted the provision of this Act to include financial assistance to local units of government for the preparation of their post-war programs, with all plans and specifications to be prepared by qualified architects and/or engineers.

COMMISSION ON POST-WAR RECONSTRUCTION AND DEVELOPMENT

Merely to have funds available is not sufficient to provide for a post-war construction program. The State authorities have recognized this fact. In order that plans may be ready when needed the General Assembly passed Chapter 981, Acts of 1943, which provided for the creation of a Commission on Post-War Reconstruction and Development; to order and direct the preparation of plans and specifications for public works and projects; to prepare plans for the reemployment and readjustment of service men and women on their release from the armed forces.

This Commission, after considerable study and investigation, submitted to the Board of Public Works the following proposal:

BE IT RESOLVED, that the Maryland Commission on Post-War Reconstruction and Development recommends to the Board of Public Works that the State contribute to or through the appropriate public agency, one-half of the cost of construction designs, plans and specifications to include preliminary engineering studies but not to exceed a total State contribution of more than half of 5% of the approved estimated cost of any building or project; that the State contribution not be made until after the project in question has been approved by the Commission on Post-War Reconstruction and Development and by the State Board of Public Works.

The Board of Public Works has approved the recommendations of the Commission and authorized it to proceed with the development of this program.

STATE AID IN THE PREPARATION OF PLANS AND SPECIFICATIONS

By approval of this resolution the State of Maryland proposes to pay one-half the cost of the preparation of plans and specifications for capital improvements subject to the conditions noted.

PROCEDURE

To secure this aid each community or local governmental unit is required to do the following things:

1. Make application for a State grant to the Commission on Post-War Reconstruction and Development, subject to the approval of the Board of Public Works. This application should describe the project, give a preliminary estimate of its construction cost, the value and desirability of this project as a community and post-war project, and other essential information as indicated on Form 1 (see page 5). A separate application must be filed for each project.
2. Give assurance that the local share of the costs will be available. A resolution adopted by the local legislative body guaranteeing this participation must accompany the application (resolution is shown on page 7).

These are the preliminary steps. This application will be studied by the Commission on Post-War Reconstruction and Development and the Board of Public Works. Additional information may be requested by the Commission to support the application. If the Commission approves the project the local community or unit will be notified. If the application is rejected the reasons for its rejection will be transmitted to the applicant. The application may be revised and resubmitted. Upon favorable recommendation by the Maryland Commission on Post-War Reconstruction and Development and approval by the Board of Public Works, the latter will send an offer for acceptance to the local governmental unit.

This offer, good for thirty days, will indicate the State's share of the cost of preparing plans and specifications made, subject to the joint participation by the local governmental unit.

When the above action has been taken the procedure for the succeeding steps will be as follows:

1. The governmental unit will have thirty days in which to certify that it has accepted the terms of the offer and that it has made available an amount in addition to the State grant sufficient to prepare the plans and specifications for the project. Failure to do this within thirty days will result in the State rescinding the offer. Form 4 (page 10) is to be used for this certification.

2. A report giving data and information relative to the progress of the plans and specifications shall be submitted periodically to the Commission. Form 5 (page 11) is to be used for this progress report.
3. Payment for the preparation of plans and specifications shall be approved by the Maryland Commission on Post-War Reconstruction and Development and subject to the order of the Board of Public Works. Form 6 (page 12) to be used in requesting payments.

FURTHER INFORMATION AND DETAILS

The Commission on Post-War Reconstruction and Development invites all agencies planning to apply for State aid in the preparation of plans and specifications, who have detailed questions not covered by the above general directions, to communicate with the Commission at 100 Equitable Building, Baltimore (2) Maryland, either by personal visit, through correspondence, or by telephone—Lexington 6411.

MARYLAND
COMMISSION ON POST-WAR RECONSTRUCTION
AND DEVELOPMENT

A P P L I C A T I O N

For State aid in the preparation of studies, plans, and specifications:

1. COUNTY, MUNICIPALITY OR PUBLIC AGENCY

making the request _____

2. PROJECT DESCRIPTION (size and character of structure or nature of improvement) _____

(Expand on separate sheet if necessary)

3. PROJECT LOCATION _____

4. NEED OF PROJECT _____

(Expand on separate sheet if necessary)

5. ESTIMATED COST

Land	\$ _____
Construction	\$ _____
Equipment	\$ _____
Other	\$ _____
Total	\$ _____

6. ESTIMATED INCREASE IN
ANNUAL OPERATING BUDGET
DUE TO PROJECT

Maintenance	\$ _____
Operation	\$ _____
Staff	\$ _____
Total	\$ _____

Estimate prepared by

Title

(See reverse side)

7. STATUS OF PLANS

Preliminary studies completed _____
Preliminary plans and specifications completed _____
Final plans and specifications completed _____
Land acquired _____

8. ESTIMATED TIME TO COMPLETE FINAL PLANS AND SPECIFICATIONS

Weeks

9. ARCHITECT—ENGINEER _____

10. ESTIMATED MAN-YEARS OF EMPLOYMENT (on site) THIS PROJECT
WILL PROVIDE _____

Date

Submitted by

Title

(Not to be filled in by applicant)

Recommendation of Commission on Post-War Reconstruction and Development

Approved _____ Rejected _____ Held for further study _____

Action taken _____

Date _____

Signature

Action of Board of Public Works _____

Approved _____ Rejected _____ Held for further study _____

Date _____

Signature

RESOLUTION

WHEREAS, the State of Maryland pursuant to Chapter 710 of the Acts of 1943, has appropriated funds to the Board of Public Works in connection with carrying out any program to be adopted by the State in providing for post-war projects, and

WHEREAS, the State of Maryland pursuant to Chapter 981 of the Acts of 1943, has created a Commission on Post-War Reconstruction and Development, to order and direct the preparation of plans and specifications for public works and projects, and

WHEREAS, the Board of Public Works has approved the recommendation of the Commission on Post-War Reconstruction and Development to contribute an amount toward the cost of preparation of studies, plans and specifications, not to exceed one-half of 5% of the total estimated construction cost of approved project, and

WHEREAS, the _____
(Governmental unit)

wishes to make application for a State grant toward the cost of the preparation of the plans and specifications for the project herewith submitted; now, therefore, be it

RESOLVED, that _____
(Governmental unit)

submits this project for consideration to the Commission on Post-War Reconstruction and Development and the Board of Public Works with the request that an allocation be granted by the Board of Public Works in accordance with its regulations covering participation in local post-war public works programs toward the cost of the preparation of the studies, plans and specifications for this project, and be it further

RESOLVED, that when and if such allocation toward the cost of studies, plans and specifications for approved project is made, the _____

(Governmental unit)

(See reverse side)

will make available for this purpose a sum adequate in amount to complete the preparation of approved final plans and specifications.

This action was taken on _____ at a regular meeting of the legally constituted body, and approved.

Signature

Title

Date

Address

**MARYLAND
COMMISSION ON POST-WAR RECONSTRUCTION
AND DEVELOPMENT**

O F F E R

Subject to the Rules and Regulations set forth in the Maryland Post-War Public Works Manual of November 1, 1944, and data contained on the application dated _____ and Resolution submitted by _____ dated _____, the State of Maryland hereby offers to aid in financing the cost of preparing studies, plans and specifications by qualified architects and/or engineers for _____
(Project description)
by making a grant to the _____
(Governmental unit)
in an amount not to exceed \$ _____.

The above grant may be made in two payments, if requested by the applicant. Forty per cent of the grant may be paid upon completion of preliminary studies, preliminary plans and specifications as approved by the Maryland Commission on Post-War Reconstruction and Development. Final payment is to be made for the final plans and specifications, upon the approval by the Maryland Commission on Post-War Reconstruction and Development, and is to be based upon the final approved estimated cost of construction.

This offer is conditioned upon the completion of the final plans and specifications within _____ days after the acceptance by this office.

**STATE OF MARYLAND
BOARD OF PUBLIC WORKS**

Date

ACCEPTANCE OF OFFER

(To be submitted within 30 days of the dated Offer of participation by the
Board of Public Works)

BOARD OF PUBLIC WORKS
ANNAPOLIS, MARYLAND

I hereby certify that the _____
(Governmental unit)
has officially accepted the terms of Offer No. _____, dated _____,
and has made available the sum of \$ _____, which with the
maximum State grant of \$ _____, approved by the Board of
Public Works under the terms of this Offer, will be adequate to pay for the preparation
of engineering studies, plans and specifications for the approved project.

Authorized Public Official

Sworn to before me this _____ day
of _____, 19____.

Notary Public

MARYLAND
COMMISSION ON POST-WAR RECONSTRUCTION
AND DEVELOPMENT

PROGRESS REPORT

PROJECT NUMBER _____ MUNICIPALITY _____ COUNTY _____

PROJECT DESCRIPTION _____

PERIOD ENDING _____

STATUS

(Per cent completed)

PRELIMINARY STUDIES

PRELIMINARY PLANS,
SPECIFICATIONS
AND ESTIMATE

FINAL PLANS,
SPECIFICATIONS
AND ESTIMATE

%

%

%

--	--	--

REMARKS: _____

Signature

Title

MARYLAND
COMMISSION ON POST-WAR RECONSTRUCTION
AND DEVELOPMENT

**APPLICATION FOR PAYMENT OF STATE'S CONTRIBUTION TO
COST OF PREPARATION OF PLANS AND SPECIFICATIONS**

Application is hereby made for (initial)
(final) payment of \$ _____
by the State of Maryland to _____
(Governmental unit)

to apply to the grant approved by the Board of Public Works to aid in the preparation of plans and specifications for the following proposed post-war construction project:

Project No. _____ Municipality _____ County _____

Project Description _____

State grant approved by Board of Public Works \$ _____

Status of project:

Preliminary plans, specifications and estimate Per cent complete ()

Final plans, specifications and estimate Per cent complete ()

It is hereby certified that the project has progressed to the extent indicated and that the applicant has available and will make payment of, in addition to the amount of this grant, an amount at least equal to the amount herein applied for, to pay for the cost of preparation of plans and specifications for this project.

Signature

Title

(Not to be filled in by applicant)

Recommended:

Maryland Commission on Post-War
Reconstruction and Development

Date

Amount \$ _____

Signature

Approved:
Board of Public Works

Date

Amount \$ _____

Signature

SCHEDULE OF PAYMENTS TO APPLICANT
FOR
PREPARATION OF PLANS AND SPECIFICATIONS FOR POST-WAR
PROJECTS

Upon completion of preliminary plans,
specifications and estimate of approved
projects, the Board of Public Works
may make payment of _____ 40% of approved grant

Upon completion of final plans and
specifications and final estimate of
approved project cost, the Board of
Public Works may make payment of _____ Balance due applicant

